



Job Title	Real Estate Specialist I	FLSA Status	Non-Exempt
Band	PRO	Probationary Period	12 Months
Zone	1	Job Code	16031

Class Specification – Real Estate Specialist I

Summary Statement:

The purpose of this position is to perform entry-level duties in support of the City's real estate program including property acquisition, and development of agreements and contracts; to conduct research for projects affecting City real property; and to perform a variety of duties relative to assigned areas of responsibility.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time %

(All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

25%

Acquire easements for the City by meeting and coordinating with project managers; prepare and maintain a negotiation log; review legal descriptions and depictions; order and review ownership and encumbrance reports; review titles and related legal documents; prepare value findings; determine if an appraisal is necessary; prepare letters and legal documents; prepare joiners and working with lenders; review documents returned by property owner; pick up checks from accounts receivable, prepare transmittal letters to deliver checks; and arrange to have permanent easement recorded.

25%

Facilitate executive agreements by meeting with controlling departments and enterprises; research properties; prepare and maintain a negotiation log; finalize agreements and obtains signatures; ascertain if recording is preferred; determine and designate a controlling department; review land surveys, legal descriptions, and depictions; review title commitments; attend closings; and perform closing files in the database.

50%

Examine and interpret information contained in O&E's, title commitments, title polices, engineering plans, property maps for the purpose of determining ownership, and property rights for public use; research public records and real estate services files to coordinate and maintain the City's real property inventory; perform monthly record tracking; and process 1099 forms, tax statements, and data base management.



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Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a technical field: Work requires a comprehensive practical knowledge of a technical field with the use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a related field.

Experience: One year of full-time real estate program experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Daily
Respiratory Hazards	Seasonally
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Telephone, fax, copier, calculator, computer, scanner, printer, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, SimpliFile, and Web based research tools.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: April 2016